

SAMPLE SOP
STANDARD OPERATING PROCEDURES
FOODS EXPOSED TO REFRIGERATION FAILURES

I. PURPOSE: The purpose and scope of this Standard Operation Procedure (SOP) is to establish procedural guidelines for making disposition decisions concerning foods exposed to refrigeration failures.

II. REFERENCES: Guide to the Salvage of Chilled/Frozen Foods Exposed to Refrigeration Failure which will be referred to as *The Guide*.

III. RESPONSIBILITIES:

A. District supervisors

1. Insure all equipment/tools required in The Guide are available at each commissary.
2. Provide training to all quality assurance personnel on the use of The Guide.
3. Monitor facility stores to evaluate the capabilities of inspectors within that District to make sound judgements in situations of refrigeration failures.

B. Quality Assurance Personnel

1. Review The Guide to be familiar with the concept and procedures.
2. Be able to identify SAFE and RISK foods.
3. Ensure equipment/tools are in serviceable condition.

IV. PROCEDURES:

A. The inspector will immediately notify his/her District Supervisor of the refrigeration failure. If the immediate Supervisor cannot be contacted, begin the next step.

B. The inspector will estimate the time the refrigeration failure began. Note the total time on the Refrigeration Failure Form.

C. Classify the temperature stressed food items (see Table 1 and Figure 2). If possible, request help from the commissary to help separate SAFE from RISK foods. Insure all SAFE foods are placed

Enclosure

into a refrigerated area. Always begin with the foods that are still on display. Foods that have been moved into a functional cooler/freezer will be inspected last, the time of exposure will be estimated with the ending time being the time they were moved into the cooler /freezer. Spacing of the packages is important, if not spaced properly (i.e. simply dumped into a grocery cart) the ending time will be the time of inspection. Make a notation on the Refrigeration Failure Form concerning the RISK level assigned.

D. Form lots or sublots in order to expedite the inspection. Determine the product temperature (see Figure 1). Record the temperature on the Refrigeration Failure Form.

E. Go to Table 2 and determine if the time-temperature limit has been exceeded. Note it on the Refrigeration Failure Form.

F. Make disposition decision and note the decision on the Refrigeration Failure Form.

G. Provide a copy of the inspection report to the accountable officer and to your supervisor.

H. Insure all temperature stressed resale products are identified and handled in accordance to The Guide.

V. EQUIPMENT:

A. The following tools are needed for deciding what foods are salvageable:

1. SOP
2. Pen/Pencil
3. Alcohol pads
4. Paper towels
5. Timepiece
6. Four calibrated thermometers with an accuracy of $\pm 1^{\circ}\text{C}$

VI. It is strongly advised that the SOP include Tables 1 and 2 and Figure 2 (reduced to fit onto a single page) as an aid.

SAMPLE SOP
SAMPLE
REFRIGERATION FAILURE FORM

LOCATION: _____

DATE AND TIME OF REFRIGERATION FAILURE (START)

DATE AND TIME OF INSPECTION

TYPE OF REFRIGERATION FAILURE _____MECHANICAL _____POWER

FOOD ITEM	TIME EXPOSED TO REFER FAIL	CLASSIFICATION	TEMPERATURE	DISPOSITION <i>*Remember Exceptions</i>